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NAVADMIN 106/17

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SUBJ/FY-18 MEDICAL SERVICE CORPS IN-SERVICE PROCUREMENT PROGRAM SELECTION BOARD//

REF/A/DOC/OPNAV/14DEC09//

REF/B/DOC/BUMED/3FEB17//

REF/C/DOC/USC/2JAN13/

NARR/REF A IS OPNAVINST 1420.1B, ENLISTED TO OFFICER COMMISSIONING PROGRAMS APPLICATION ADMINISTRATIVE MANUAL. REF B IS BUMED P-117, MANUAL OF THE MEDICAL DEPARTMENT. REF C IS 10 U.S.C. SECTION 6323, VOLUNTARY RETIREMENT OFFICERS: 20 YEARS.//

RMKS/1. This NAVADMIN solicits applications for the FY-18 Medical Service Corps (MSC) In-Service Procurement Program (IPP) Selection Board. The MSC IPP will convene in the Fall of 2017. MSC IPP provides a path for qualified, career-motivated, enlisted personnel to obtain a commission as an MSC officer. Applications will be accepted for the following specialties: Health Care Administration (HCA), Environmental Health, Industrial Hygiene, Pharmacy, Physician Assistant (PA), Social Work, Entomology, and Radiation Health.

2. This program is open to active-duty enlisted Sailors, Marines, and Navy Full-Time Support (FTS) personnel of any rating in paygrades E-5 through E-9 at the time of application. Waivers for exceptionally well qualified Sailors in the E-4 paygrade will be considered on a case-by-case basis. Reservists in an FTS status are eligible. Reservists in any status other than FTS are not eligible.

3. Application procedures and education requirements are outlined in this NAVADMIN and in chapters 1, 2, and 6 of reference (a).

4. Applicants must not have reached their 42nd birthday by the time of initial appointment and commissioning. Age waivers will not be granted.

5. Amplifying information for the FY-18 MSC IPP selection board.

a. Applicants assigned to a nuclear training command or who hold a Navy nuclear enlisted classification (335x, 336x, 338x, 339x) and are applying for the FY-18 MSC IPP selection board must obtain conditional release from nuclear field duty prior to submitting their application for consideration for the FY-18 selection board. To obtain a conditional release, an applicant must submit an Enlisted Personnel Action Request (NAVPERS 1306/7) to the Chief of Naval Operations Nuclear Propulsion Program Management Branch via their detailer. The FY-18 MSC IPP selection board will only consider nuclear enlisted candidates who have a conditional release included in their MSC IPP application.

b. For applicants not assigned to nuclear programs listed in paragraph 5a: Applicants under obligated training require a conditional release from their enlisted community manager (ECM). To obtain a conditional release, an applicant must submit a NAVPERS 1306/7 to their ECM. The FY-18 MSC IPP selection board will only consider enlisted candidates who have a conditional release included in their program application.

c. Applicants must be worldwide assignable. In line with reference (a), chapter 6 paragraph 3e, applicants must meet precommissioning/accession physical standards for appointment as an MSC officer prescribed in reference (b), chapter 15.

d. American College Testing (ACT), Scholastic Aptitude Test (SAT), Graduate Record Examination (GRE), Graduate Management Aptitude Test (GMAT), or applicable scores must be completed within 5 years of application due date.

e. College board SAT or ACT exam scores are required for all Environmental Health Officer, Radiation Health Officer and Industrial Hygiene Officer applicants requesting to complete a bachelors degree using military funding. The minimum acceptable SAT score is 1,000 and the minimum ACT score is 42 (combined Math and English). Application packages missing exam scores or with scores below the minimum requirement will not be considered by the board.

f. GRE scores are required for all applicants requesting to complete a masters degree using military funding (excluding pharmacy). For non-masters prepared applicants, a GRE score of 300 is required. Application packages missing exam scores will not be considered by the board.

g. For applicants applying to the PA program, only SAT scores will be accepted. The minimum acceptable SAT score is 1,000 (minimum Math 460). Applications with an SAT Math score below 460 will not be considered by the board.

h. Pharmacy applicants must submit Pharmacy College Admission Test scores as well as an acceptance letter into the professional program from an accredited pharmacy school.

i. Entomology applicants must possess a bachelors degree prior to June 2018 with a minimum grade point average of 3.0 on a 4.0 scale and have a GRE score of 300 or higher. Application packages missing exam scores will not be considered by the board. Applicants must include an acceptance letter or a tentative letter of acceptance to a full-time graduate degree program from an accredited university in entomology.

6. For HCA applicants, the board will select candidates for two separate categories: direct commission and training. Applicants are encouraged to apply for both categories, if eligible.

a. Direct Commission. Applicants for direct commission must possess a qualifying bachelors or masters degree prior to June 2018.

(1) Qualifying bachelors degrees include HCA, Health Services Administration or Management, or in an applicable business or management discipline. Acceptable disciplines include Accounting, Business Economics and Policy, Finance, Information Systems Management, Logistics, Manpower, Human Resources, Materials Management, and Public Administration. Applicants must have a cumulative grade point average of 2.5 on a 4.0 scale. Preferred candidates will have a cumulative grade point average of 3.0 or higher on a 4.0 scale.

(2) Qualifying masters degree for entry grade credit must have an emphasis in HCA and must be accredited by one of the following accrediting bodies:

(a) Commission on Accreditation of Health Care Management Education, more information is available at <http://www.cahme.org>,

(b) The Association to Advance Collegiate Schools of Business, more information is available at <http://www.aacsb.edu>,

(c) The Council on Education for Public Health, more information

is available at <http://www.ceph.org>, and

(d) National Association of Schools of Public Affairs and Administration, more information is available at <http://www.naspaa.org>. Preferred applicants will have a graduate cumulative grade point average of 3.5 or higher on a 4.0 scale.

b. Training. HCA applicants for training must possess a qualifying degree prior to June 2018.

(1) Exceptionally qualified applicants without a qualifying bachelors degree may be considered on a case-by-case basis if they possess a bachelors degree in the Science, Technology, Engineering, or Mathematics fields. Likewise, applicants with a graduate degree that does not qualify for entry grade credit may be considered on a case-by-case basis if they have a graduate cumulative grade point average of 3.5 or higher on a 4.0 scale.

(2) MSC IPP is not offering full-time out service training for this board. Applicants requesting training will be screened for selection to attend full-time in-service training in either the Army-Baylor University graduate program in HCA, more information is available at <http://www.med.navy.mil/sites/navmedmpte/nmtc/pages/bayloruniversity.aspx> or the masters in HCA and Policy degree at the Uniformed Services University of the Health Sciences, more information is available at <http://www.usuhs.mil/pmb/mhapcurriculum.html>. A GRE or GMAT score is required for all applicants requesting training irrespective of degrees currently held. In addition, applicants must include conditional letters of acceptance from one or both schools for inclusion in their IPP package.

(3) Applicants who currently possess a qualifying masters degree for entry grade credit will not be considered for training.

7. For applicants to the Physician Assistant program:

a. College level Medical Terminology is now a mandatory pre- requisite. Medical Terminology completed as a requirement of A or C school will not be accepted. All pre-requisite course work must have been completed within the past 10 years.

b. Official transcripts from all attended academic institutions must be requested and sent by the institution directly to the University of Nebraska Medical Center (UNMC) no later than 25 July 2017.

c. Application to UNMC Physician Assistant Program must be initiated online via the WebAdmit/UNICAS system at <https://ipap.liaisoncas.com> also no later than 25 July 2017. No documents need to be uploaded into the WebAdmit/UNICAS system. Note: Completion of the online application does not qualify as submission of the application it is required for administrative purposes only.

d. Hard-copy applications must be shipped to Navy Medicine Professional Development Command by 1 September 2017 in order to be considered (see paragraph 10). Applicants will be notified of their academic eligibility well before the official MSC IPP application deadline.

8. Applicants for the 24 month Master of Social Work (MSW) internship must have a masters degree in social work from a graduate school of social work accredited by the Council of Social Work Education at <http://www.cswe.org>, with a completion date no later than June 2018. Candidates with strong clinical backgrounds are preferred, with preference given to those able to demonstrate experience and proficiency in diagnosis and treatment, trauma, Post-Traumatic Stress Disorder, Traumatic Brain Injury, and resiliency. A licensed graduate social worker or equivalent is required for internship in states that license post-MSW social workers.

9. In line with references (a) and (c), applicants are reminded that to be eligible for voluntary retirement, an applicant appointed as an officer is required to complete 20 years of active-duty service, with at least 10 years of service as an active commissioned officer.

10. Applications must be postmarked by 1 September 2017 and mailed to:

Commanding Officer  
Navy Medicine Professional Development Center  
8955 Wood Road  
Bldg 1 16th Floor, Rms 16141, 16148  
Bethesda, MD 20889-5628

All required documentation must be received by 22 September 2017. Incomplete applications received after this date will not be reviewed by the board. Detailed application information can be found at <http://www.med.navy.mil/sites/nmpdc/professional-Development/sitepages/>. A MARADMIN will outline conditional release procedures for active-duty Marines who are selected to participate in the program.

11. Points of contact are Beverly D. Kemp, Navy Medical Professional Development Center, Code O3C HMDT, who can be reached at (301) 319-4520/DSN 285, or via e-mail at [beverly.d.kemp.civ@mail.mil](mailto:beverly.d.kemp.civ@mail.mil) and HM2 Ian M. Polage who can be reached at (301) 295-0925/DSN 295 or via e-mail at [ian.m.polage@mail.mil](mailto:ian.m.polage@mail.mil).

12. This NAVADMIN will remain in effect until superseded or 30 September 2018, whichever occurs first.

13. Released by Vice Admiral R. P. Burke, N1.//

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